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**International Student Council
Guidebook**

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Renewing Your Country Association

Every year, each student organization is required to renew their association. All organizations must be active by September 4th in order to receive funding from the International Student Council and reserve rooms on campus. For more information, contact Nicole Doherty in Campus Activities at ndoherty@uco.edu
Visit this link for more information. <http://www.uco.edu/student-life/orgs/>

How to get funded and pay for your cultural event?

Petty Cash

- Email the ISC treasurer (ucoisctreasurer@gmail.com) one week in advance for any petty cash requests. Petty cash email requests need to be as detailed as possible by providing the amount of money you need for food and programming. **You cannot check out more than \$200 each time.**
 - E.g. Petty cash request for \$150. \$50 for programming (decorations, supplies, cups, plates, forks) \$100 for food (chicken, potato, cream).
- Once you receive an email that the petty cash is ready, visit the front desk in the Nigh University Center room 136 and pick up a petty-cash form.
- **Email Jared Scism at jscism@uco.edu to make an appointment to sign your petty cash form.**
- Once you have a confirmed appointment, go to the International House and see Jared Scism to sign your form. After your form has been signed, you and your country association's advisor will go together to the Bursar's office to pick up the petty cash money that you need. **All money must be checked out before 4:30 PM.**
- **You have 24 hours to go shopping**, save the receipts and take the money back to Jared's office together with the receipts. Make sure that you **purchase all food items on one receipt and programming items on another receipt.**
- If you take money out on Friday, you can keep them during the weekend, and take them back on Monday. If you don't take the money back on time, you will be charged for the whole amount, so don't forget to drop by Jared's office with your receipt, your change (if any left) and your petty cash form before 24 hours are over.
- **After Jared has signed your petty cash form, you may turn in the money and the receipts to the Bursar's office.** You are done! Congratulations 😊

Advantages of this process: You are not spending your money.

Disadvantages of this process: It is a longer process. You can only check out \$200 maximum each time

Reimbursement

- Go shopping for items that you need for your event. You CANNOT spend more money than the amount ISC approved at the budget committee meeting on food and programming. Also, make sure that you purchase all food items on one receipt and programming items on another receipt.
- After you are finished, tape your receipts to a blank white piece of paper and put programming receipts on one page and food receipts on the other page.
- Once all of your receipts are taped to paper, email Hanseul Lee to make an appointment at ucoisctreasurer@gmail.com. Please visit Hanseul with your receipts **within one month after your event (two weeks if your event is in April), so we can get your money back on time.**
- After you fill out all the paperwork with Hanseul, you will get your money back on your Broncho Spirit card or a check in your mailbox within one month. You are done! Congratulations ☺

Advantages of this process: The process is not as long.

Disadvantages of this process: You are spending your own money and it takes a month until you get your money back.

Nigh Center Table Reservations

To make a table reservation in the Nigh University Center food court, visit the Conference and Events office and see Katie Saylor in room 311A or email her at ksaylor@uco.edu to fill out a reservation form.

Room Reservations

In order to hold your event, it is important to make a room reservation with the place you are planning to have your event.

International House: To make a reservation at the International House, please follow these guidelines:

1. Check the International House calendar the following website to see if the International House is available at <http://www.uco.edu/student-affairs/international-house/calendar/index.asp>.
2. If there are no events listed during the time you wish to have your event, fill out a reservation form on OrgSync by visiting your country/region associations Orgsync profile, clicking the events tab, and clicking the green button that says "Create an Event" and fill out all the application. When filling out the application, check the box that you want to use a reserved space on campus and choose the International House as your location for your event. Please be as specific as possible and wait 24-48 hours for your confirmation. All reservations must be made at least one week in advance.
3. **Nigh University Center:** To make a reservation at the Nigh University Center, fill out a reservation form on OrgSync by visiting your country/region associations Orgsync profile, clicking the events tab, and clicking the green button that says

“Create an Event” and fill out all the application. When filling out the application, check the box that you want to have a reserved space on campus and choose the Nigh University Center as your location for your event. Please be as specific as possible and wait 24-48 hours for your confirmation. All reservations must be made at least one week in advance.

Few things to keep on mind:

- Make sure to follow all procedures and guidelines of the International House and the Nigh University Center. The International Student Council will not be responsible for paying any damage fees that may be caused by country associations.
- You may bring more than \$200 of food to the International House. If you plan to spend more than \$200 and want to use the Nigh University Center, you must have you must fill out an off campus-vendor form and have it approved by Conference and Events before you can purchase food for your event. This form must be submitted to Conference and Events two weeks prior to your event to get approved. To get this off-campus vendor form, see Katie Saylor in Conference and Events.
- At the International House, a chaperone is not necessary after 5:00 or on weekends. If you want to use the Nigh University Center, you must have a chaperone if your event is after 5:00 or on a weekend.
- You do not have to pay for any equipment that is used at the International House, but you may have to pay for equipment at Conference and Events
- The International House can hold up to 300 people inside and 50 outside. If you plan to have more than that, it may be necessary to rent the Nigh University Center instead.
- The International House has a huge grill, popcorn machine, shaved ice machine, and PA system.
- Each school year, your association must complete a reservations agreement form at the International House and the Nigh University Center.
- If you have your event at the International House, please arrive early to set up for your event.

Event Promoting

Email Blast

If you wish to have your event sent out in an email blast, you must send an email to Ryan Siler at rsiler2@uco.edu no later than 5 days before you want the email to be sent. At the beginning of your email, introduce yourself to Ryan and tell him who you are, what country association you are from, and politely ask him if he could send an email blast for you. After you have written the beginning of your email, copy and paste all of the bold italic words listed below and tell Ryan what you want for each section.

1. Subject Line: Write what you would like for your subject line in the email to be here.

2. Send to:

In this section you write if you want to send it to students, faculty, or staff. You may include only students, or you can include two, or you may include all three if you want everyone on campus to receive your email.

3. Dates to send out: In this section, write what dates and time you want to send the email out. You may only send it out at 8:00 AM or 5:00 PM. You can see an example listed below.

January 23rd at 5:00PM

4. Email Body: Write out the email you want sent out to everyone.

Printing Flyers & Posters

If you are planning to print flyers for your event, all student associations must have their flyers printed at Print Central on the first floor of the Nigh University Center. All students who use anything other than Print Central will be unable to be reimbursed. If you need help designing your poster, UCOSA has a designer that is there to help you create your flyer/poster. **If your event is sponsored by ISC, your flyers and posters must have the ISC logo placed somewhere on the poster. After your posters have been printed, you must take them to room 424 in the Nigh to receive an approval stamp to hang them up in the Nigh Center or in the main offices in the Liberal Arts building, Housing, and Wellness Center if you wish to hang them there.**

Chalking

You may also promote your event by writing on campus sidewalks with sidewalk chalk. The only requirement is that you write with chalk at least 20 feet away from the entrance of any building and it must be written horizontally.

International Student Council Annual Events

International Festival- The International Festival is held each year in November. The international festival allows for country/region associations to share their culture people from UCO and the Edmond and Oklahoma City Community. Country associations also compete for the best booth display, food and cultural performance. You will be given the paperwork for the International Festival at the end of September.

Mr. and Miss UCO International Pageant- Each year, one male and one female from each country represented on the UCO campus has the opportunity to compete for scholarships. The Mr. & Miss UCO International Pageant is usually held at the end of March or early April every year. The pageant highlights the talent, culture and diversity of UCO's international students with pageant participants from around the world. There are 1st, 2nd and 3rd place male and female

winner with each receiving varying amounts of scholarships. The 1st place winners become part of UCO's "Royalty" and represent the international student population at various functions.

International Olympics- The International Olympics takes place each year during the spring semester. During the Olympics, each country/region association has the opportunity to compete against one another in a variety of sports such as table tennis, soccer, basketball, badminton and tug-of-war. Applications for the International Olympics are given to associations in February.

International Graduation Banquet- Each fall and spring semester, the International Student Council holds a graduation banquet for all graduating seniors and J-1 students who will be returning home.

Contact Information

ISC Executive Officers Contact List

Office Position	Name	Email
President	Jayashini Vasanthan	ucoisc@gmail.com
Vice President	Alexander Le	Ale8@uco.edu
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Secretary	Amanda Goh	Agoh1@uco.edu
Senator	David Yen	Tyen1@uco.edu
Social Media Promoter	Dadi Xu	xudadidaxu@gmail.com
Graphic Designer	Sami M. Algh	Salghamdi1@uco.edu
Event Manager	Paul Jonghyeok Yang	Jyang10@uco.edu
Event Manager	Huynh Tan Thanh	Thuynh7@uco.edu
Advisor	Jared Scism	jscism@uco.edu

Country Associations Advisor Contact List

Country Association	Advisor Name	Advisor Phone Number	Advisor Email
Africa	Brandon Lehman	405-974-2448	blehman@uco.edu
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Caribbean	Aaron Wheelbarger	405-974-2352	awheelbarger@uco.edu
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Europe	Jennifer McCullough	405-974-2362	okilbride@uco.edu
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